

ACCOUNTS PAYABLE SCHEDULE FOR FISCAL YEAR 2019-2020

NOTE: DEADLINE FOR INCLUSION IS 5:00 PM

CUT OFF DATE TO FINANCE:

CHECK RELEASE DATE:

July 2019:

Friday 07-05-19
Monday 07/22/19

Monday 07-12-19
Monday 07-29-19

August 2019:

Wednesday 08-07-19
Thursday 08-22-19

Wednesday 08-14-19
Thursday 08-29-19

September 2019:

Friday 09-06-19
Friday 09-20-19

Friday 09-13-19
Monday 09-27-19

October 2019:

Monday 10-07-19
Tuesday 10-22-19

Monday 10-14-19
Tuesday 10-29-19

November 2019:

Thursday 11-7-19
Friday 11-22-19

Thursday 11-14-19
Friday 11-29-19

December 2019:

Friday 12-06-19
Friday 12-20-19

Friday 12-13-19
Monday 01-06-20

January 2020:

Tuesday 01-07-20
Wednesday 01-22-20

Tuesday 01-14-20
Wednesday 01-29-20

February 2020:

Friday 02-07-20
Friday 02-21-20

Friday 02-14-20
Friday 02-28-20

March 2020:

Friday 03-06-20
Friday 03-20-20

Friday 03-13-20
Monday 03-27-20

April 2020:

Tuesday 04-07-20
Wednesday 04-22-20

Tuesday 04-14-20
Wednesday 04-29-20

May 2020:

Thursday 05-07-20
Friday 05-22-20

Thursday 05-14-20
Friday 05-29-20

June 2020:

Friday 06-05-20
Monday 06-22-20

Monday 06-12-20
Monday 06-29-20

IMPORTANT NOTICE

TO ALL VENDORS TO WHOM OPEN PURCHASE ORDERS ARE ISSUED:

SUBJECT: CITY OF EUREKA OPEN PURCHASE ORDER

Attached you will find the Purchase Order(s) issued to your company by the City of Eureka. To insure that your company and the City maintain a smooth working relationship, it is important that the following steps be followed:

1. Please note that this Purchase Order number supersedes all previous numbers. All invoices that are submitted for payment for goods and /or services rendered after **July 1, 2019 MUST BEAR THIS NUMBER.**
2. This privilege of using the open purchase order is to be used **only** by designated employees whose names are listed on the Purchase Order. Since the City will **not** pay for merchandise received by unauthorized individuals, it is strongly recommended that you request identification from anyone wishing to use the Open Purchase Order and verify the name against the list of authorized personnel.
3. In order to expedite the payment process and to avoid duplicate payments, the City will pay **ONLY** from original invoices that **bear both the Purchase Order Number and the signature of the authorized City employee.** Therefore if you are unable to submit original invoices, it is essential that you submit a letter to this department indicating which copy, by color, you will be sending for payment. If you currently have a letter on file, a letter at this time is not necessary.
4. **Please forward all original invoices to:/or email to: ap@ci.eureka.ca.gov**
City of Eureka
Attention: Accounts Payable
531 K Street
Eureka, CA 95501-1146

DO NOT SEND INVOICES DIRECTLY TO THE DEPARTMENT MAKING THE PURCHASE

5. Checks for payment of goods and/or services will be issued the 14th and the 29th of each month, subject to adjustment of dates due to holidays and weekends. The reverse side of this letter is a copy of the City's Vendor payment Schedule for **Fiscal Year 2019-20** Please note date invoices **must** be received by Finance to be included in payment batch.

If you have any questions, please feel free to contact Gina Roden, Accounting Specialist at 707-441-4159

Lane Millar
Finance Director
Finance Department